

# **STATE OF NORTH CAROLINA**

**Wake Technical Community College**

**Request for Proposal #: 130-WTCC1420624319-24LF**

**Landscaping, Pond Management and Snow Removal Services**

**Date of Issue: January 18, 2025**

**Proposal Opening Date:**

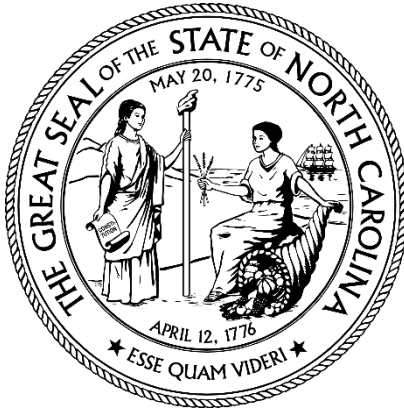
**February 28, 2025 At 2:00 PM ET**

**Direct all inquiries concerning this RFP to:**

Landis Fisher, Procurement and Contracts Manager

Email: [Infisher1@waketech.edu](mailto:Infisher1@waketech.edu)

Phone: 919-866-5832



## STATE OF NORTH CAROLINA

### Request for Proposal # 130-WTCC1420624319-24LF

#### Landscaping, Pond Management and Snow Removal Services

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.  
Failure to do so may subject your proposal to rejection.**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor eVP#

**Note:** For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://Vendor.ncgov.com/Vendor/login>

**STATE OF NORTH CAROLINA**  
***Division of Wake Tech Community College***

Refer <u><b>ALL</b></u> Inquiries regarding this RFP to the procurement lead through the Message Board in the Sourcing Tool. See section <b>2.0</b> for details:	Request for Proposal #: <b>130-WTCC1420624319-24LF Landscaping, Pond Management and Snow Removal Services</b>
	Proposals will be publicly opened: <b>February 28, 2025 at 2:00 pm</b>
Using Agency: <b>Wake Tech Community College</b>	Commodity No. and Description: <b>7210 Building and Facilities Maintenance</b>
Requisition No.: <b>TBD</b>	

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned Vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the Ariba Sourcing Tool.

**Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Proposal Number: **130-WTCC1420624319-24LF**

Vendor: \_\_\_\_\_

**VALIDITY PERIOD**

Offer shall be valid for at least (120) days from date of proposal opening, unless otherwise stated here: \_\_\_\_\_ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

**ACCEPTANCE OF PROPOSAL**

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

**FOR STATE USE ONLY:** Offer accepted and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated on

The attached certification, by \_\_\_\_\_.

**(Authorized Representative of Wake Technical Community College)**

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**ATTACHMENT A: PRICING**

**EXHIBIT 1: CAMPUS MAP**

**EXHIBIT 2: CAMPUS MAP OF PONDS**

**EXHIBIT 3: PEST MANAGEMENT PLAN**

## 1.0 PURPOSE AND BACKGROUND

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Wake Technical Community College (WTCC) is requesting qualified Vendors to submit proposals for landscaping maintenance, Best Management Practices (BMP) pond management, and snow removal services for all designated College sites and locations:

- Southern Wake Campus (SWC): 9101 Fayetteville Road, Raleigh NC 27603 (144.76 acres).
- Eastern Wake Education Center (EWEC): 519 N Industrial Drive, Zebulon NC 27597. (3.46).
- Stephen C. Scott Northern Wake Campus (SNWC): 6600 Louisburg Road, Raleigh NC 27616 (127.07 acres).
- Perry Health Science Campus (PHSC): 2901 Holston Lane, Raleigh NC 27610 (9.5 acres).
- Public Safety Education Training Center (PSEC): 321 Chapanoke Road, Raleigh NC 27603 (13.6 acres).
- Regional Triangle Park (RTP) Campus: 10908 Chapel Hill Road, Morrisville NC 27560 (93.91 acres).
- Wake Tech East (WTE) Campus: 5401 Rolesville Road, Wendell NC 27591 (70 acres).

This document sets forth the general specifications, requirements, and responsibilities of a Vendor providing a service contract for landscaping maintenance, BMP pond management, and snow removal/ice removal services. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

### Background :

Wake Technical Community College, commonly known as Wake Tech, is the largest community college in North Carolina, serving over 70,000 adults annually. Established in 1963, Wake Tech offers a wide range of educational programs, including two-year degree programs, diplomas, certificates, and non-degree training in various fields such as IT, health care, hospitality, skilled trades, and more.

The college operates multiple campuses and centers throughout Wake County, providing accessible education and training opportunities to a diverse student population.

The intent of this solicitation is to award an Agency Specific Contract.

## 1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the "Effective Date").

At the end of the Contract's current term, WTCC shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two (2) additional one-year terms. WTCC will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition to any optional terms, and with the Vendor's concurrence, WTCC reserves the right to extend a contract term after the last active term.

## 2.0 GENERAL INFORMATION

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### 2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

### 2.2 E-PROCUREMENT FEE

**ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.**

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

#### What is the Ariba Network?

The Ariba Network is a web-based platform that serves as a connection point for buyers and Vendors. Vendors can log in to the Ariba Network to view purchase orders, respond to electronic requests for quotes, participate in Sourcing Events, and collaborate with buyers on contract documents.

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site:

<http://eprocurement.nc.gov/training/Vendor-training>.

## 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If WTCC determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. WTCC may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, WTCC rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

**By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

By executing and submitting its proposal in response to this RFP, Vendor understands and agrees that WTCC may exercise its discretion not to consider any and all proposed modifications Vendor(s) may request and may accept Vendor's proposal under the terms and conditions of this RFP.

## 2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	WTCC	January 17, 2025
Pre-Proposal Meeting	WTCC	January 28, 2025 at 1:00 pm
Vendor Questions Due	Vendor	February 7, 2025
Provide Response to Questions	WTCC	February 14, 2025
Submit Proposals	Vendor	February 28, 2025 at 2:00 pm
Anticipated Contract Award	WTCC	April 1, 2025

## 2.5 PRE-PROPOSAL MEETING

### Pre-Proposal Meeting Urged and Cautioned

Date: January 28, 2025  
Time: 1:00 pm  
Location: Southern Wake Campus  
Facilities/Warehouse Complex, 4723 Advantage Way, Raleigh NC 27603



**Instructions:** Vendor representatives are URGED and CAUTIONED to attend the pre-proposal conference and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory pre-proposal conference is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the pre-proposal conference, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

## 2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the RFP SCHEDULE Section of this RFP. Vendors will enter "**RFP # 130-WTCC1420624319-24LF – Questions**" as the subject of the message. Question submittals should include a reference to the applicable RFP section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

Questions received prior to the submission deadline date, WTCC's response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

## 2.7 PROPOSAL SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. Failure to submit a proposal in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's proposal(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor's proposals for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/Vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

### Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues, and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all

required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.

4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.

**5. Only Proposals submitted through the Content Section of the Ariba Sourcing Event will be considered. Proposals submitted through the Message Board will not be accepted or considered for award.**

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

## **2.8 PROPOSAL CONTENTS**

Vendors shall provide responses to all questions and complete all attachments for this RFP that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor shall include the following items and attachments in the Sourcing Tool:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP; (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP to include Section 4.5 Vendor Experience, Section 5.4 Vendor Qualifications, Section 5.5 Staffing, Section 5.6 Project Organization, Section 5.7 Technical Approach, and Section 5.8 Innovations (if applicable).
- f) Completed version of ATTACHMENT A: PRICING.
- g) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.
- h) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM.
- i) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR.
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION.
- k) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL.

## **2.9 ALTERNATE PROPOSALS**

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s)

addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #130-WTCC1387521353-24CI" Vendor Name. Each proposal must be for a specific set of Services and must include specific pricing. Each proposal must be complete and independent of other proposals offered. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Proposals in the Sourcing Tool.

## 2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found in the Sourcing Tool, which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this RFP:

- a) **BMP:** Best Management Practices, referring to methods that are effective and practical for protecting and improving water quality and controlling pollution.
- b) **Effective Date:** The date on which the final contract is executed, and services are to commence.
- c) **Pond Management:** Activities related to maintaining the health and functionality of ponds, including water quality, vegetation control, and structural maintenance.
- d) **Proposal:** The formal response submitted by a Vendor in reply to this RFP, including all required documentation and pricing.
- e) **Scope of Work:** The detailed description of the services, tasks, and deliverables that the Vendor is required to provide under the Contract.
- f) **Vendor:** Vendor awarded contract.
- g) **Snow Removal Services:** Activities involving the clearing of snow and ice from designated areas to ensure safety and accessibility.
- h) **WTCC:** Wake Technical Community College, the largest community college in North Carolina, which is the entity requesting proposals for landscaping, BMP pond management, and snow removal services.

## 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

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### 3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, WTCC reserves the right to make separate awards to different Vendors for one or more line-items, to not award one or more line-items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to WTCC to do so.

WTCC reserves the right to waive any minor informality or technicality in proposals received.

### 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

### **3.3 PROPOSAL EVALUATION PROCESS**

Only responsive submissions will be evaluated.

#### **WTCC will conduct a One-Step evaluation of Proposals:**

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and WTCC reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of WTCC.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids are authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, WTCC will make award(s) based on the evaluation and post the award(s) to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to WTCC.

WTCC reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with WTCC, if the initial responses to the RFP have been evaluated and determined to be unsatisfactory.

### **3.4 EVALUATION CRITERIA**

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to WTCC:

**TOTAL AVAILABLE POINTS 100**

<b>Evaluation Criteria</b>	<b>Points</b>
<b>1. Technical Response: (Section 5.0)</b> Technical Approach- (Section 5.7)-20 points Staffing (Section 5.5)-10 points Project Organization (Section 5.6)-10 points	40
<b>2. Vendor Experience (Section 4.5)</b> Experience and qualifications of the proposed key personnel as evidenced by relevant experience references	30
<b>3. Pricing-Attachment A (Section 4.1 and Attachment A)</b>	30

WTCC will determine low cost by normalizing the scores as follows:

The proposal with the lowest cost will receive a score of XX. All other competing proposals will be assigned a portion of the maximum score using the formula:

$$XX \times \frac{\text{the cost of the lowest cost proposal}}{\text{the cost of the cost proposal being evaluated}}$$

### 3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, WTCC may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of WTCC:

- a) Total cost to WTCC
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of WTCC's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the WTCC's business requirements and internal operational culture
- g) Particular risk factors such as the security of WTCC's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

### 3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

## 4.0 REQUIREMENTS

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This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

### 4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and upload in the Sourcing Tool. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

- Pricing shall be provided for all locations per month and shall be provided for each contract year.
- Prices will not change during the life of the contract unless WTCC changes requirements or adds/delete services.
- All applicable taxes shall be included within the Vendor's final price for each campus.

### 4.2 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed. Monthly Invoices should be submitted in a legible format consistent with the type of document generated from a computer printer. Vendor should supply invoices for all services rendered including at a minimum:
- Location of facility.
  - Exact dates being billed.
  - Type of services performed for the billing month.
  - Explanation of credits due back to the owner for services not performed.
  - Purchase Order number for each campus supplied by Wake Tech Business Office.
  - All taxes shall be listed as a separate line item on the invoice.
- b) Inclement Weather Invoices will be submitted in a legible format consistent with the type of document generated from a computer printer. Vendor will supply invoices for all services rendered including at a minimum:
- Location of facility
  - Exact dates being billed
  - Breakdown of labor hours x billable rate
  - Breakdown of each equipment hours/used x billable rate
  - All taxes shall be listed as a separate line item on the invoice
- c) Invoices must be submitted to the Contract Lead electronically and in hard copy on the Vendor's official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format.

**INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE SERVICES ACCEPTED.**

### 4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. WTCC is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of

the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

#### **4.4 HUB PARTICIPATION**

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women Contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

#### **4.5 VENDOR EXPERIENCE**

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Each Vendor employee assigned to this contract shall have at least six (6) months experience as a landscaping employee.

- Background portion of your proposal shall include:
  - The legal name and address of the company.
  - The state of incorporation.
  - An overview and history of your company.
  - A description of the organization and ownership including any parent companies, subsidiaries, affiliates, and other related entities.
  - Vendor will demonstrate the ability to install plant material and/or repair any landscape requested by WTCC.
  - Vendor will ensure compliance with and adherence to applicable codes, ordinances, and building safety standards regarding pest control management provided by the North Carolina Department of Agriculture and Consumer Services, including certified applicator services.

#### **4.6 REFERENCES**

Vendor shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. WTCC may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

#### **4.7 BACKGROUND CHECKS**

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by WTCC.

#### **4.8 PERSONNEL**

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime Contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by WTCC. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it

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will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. WTCC will approve or disapprove the requested substitution in a timely manner. WTCC may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, WTCC may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

#### **4.9 VENDOR'S REPRESENTATIONS**

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

#### **4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION**

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☐ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☒ Contract value in excess of \$1,000,000.00

Certificate Holder shall be listed as:

The Trustees of Wake Technical Community College  
9101 Fayetteville Road  
Raleigh NC 27603

Additional Insured must be shown in the description box AND/OR the Additional Insured box must be marked with an X. This applies to General Liability. Workman's Compensation must be indicated. Wake Tech is only granted Additional Insured status if it is required in an executed, written contract between the parties.

### **5.0 SPECIFICATIONS AND SCOPE OF WORK**

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#### **5.1 GENERAL**

Before submitting a proposal, each Vendor should carefully examine the facility grounds. Each Vendor should fully inform himself/herself prior to the proposal as to all existing conditions and limitations under which the scope of work is to be performed and will include a proposal sum to cover all items necessary to perform the scope of work.

Vendor will provide landscaping services, at the location listed below Acres are listed in parentheses for bidding purposes. The Vendor will be responsible for verifying the accuracy of acreage at each location.

- Southern Wake Campus (SWC): 9101 Fayetteville Road, Raleigh NC 27603 (144.76 acres).
- Eastern Wake Education Center (EWEC): 519 N Industrial Drive, Zebulon NC 27597. (3.46).
- Stephen C. Scott Northern Wake Campus (SNWC): 6600 Louisburg Road, Raleigh NC 27616 (127.07 acres).
- Perry Health Science Campus (PHSC): 2901 Holston Lane, Raleigh NC 27610 (9.5 acres).
- Public Safety Education Training Center (PSEC): 321 Chapanoke Road, Raleigh NC 27603 (13.6 acres).
- Regional Triangle Park (RTP) Campus: 10908 Chapel Hill Road, Morrisville NC 27560 (93.91 acres).
- Wake Tech East (WTE) Campus: 5401 Rolesville Road, Wendell NC 27591 (70 acres).

All services will be performed to the highest standard of service, as specified by the standard customary to educational facilities and  
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in accordance with all Federal, State and local laws. The Vendor will be responsible for ensuring that all personnel are familiar with and accomplish the functions and tasks as outlined in the scope of work, in a manner consistent with industry best standards.

It is agreed that the Vendor is familiar with all physical and other conditions existing at the site of the work and all other matters in connection with the work to be performed under this contract. **The following WTCC Campuses are excluded from this RFP Scope: Western Wake, Beltline Education Center, Vernon Malone and Northern Wake College Career Academy.**

## **5.2 TASKS/DELIVERABLES**

### **MULCHING**

All beds and tree wells will be mulched with double shredded hardwood mulch and/or synthetic mulch to match existing beds, to include all courtyard areas. Mulch will be kept away from the base of the tree trunks and from the crown of the shrubs according to industry best practices.

Mulch from the previous season will be turned, with up to two inches of new mulch added. Maintain at least three inches of organic material. Mulch will be evenly applied. Removal of excessive mulch build up in beds and tree pits will be performed by the Vendor

Rake all bedded areas to ensure a fresh bark appearance.

Debris and weeds will be removed from all areas prior to mulch application.

Tree rings and landscaped beds will be edged at a two-inch depth with a metal blade edger to maintain a clean vertical line separating turf from beds, as needed.

Mulch shall be added once a year to all mulch areas in the Fall (October to December). The expectation is for this to be completed without interruption to WTCC class schedule.

#### **5.2.2 WEED CONTROL**

Beds and tree wells will be weeded on a continuous basis to maintain a neat appearance. This will be performed using pre-emergent and post-emergent herbicides, as well as hand weeding, when required.

A non-selective and or pre-emergent herbicide will be applied on a continuous basis to all sidewalks, curbs, and gravel areas to include parking areas, lawns, bedded areas, fence lines, asphalt and concrete pads, and other paved areas to prevent the growth of weeds.

A post emergent herbicide will be applied to all specified lawn areas in March and April (spring and early summer) to control the growth and spread of broadleaf weeds. Problem areas will be treated individually as required during June to August (summer months). Pre-emergent schedule will be provided to the owner before the spring growing season begins (February).

Remove debris, weeds from planters and parking lots to maintain a professional appearance. This includes removal of broken or damaged plant material.

Vendors shall submit as part of their technical proposal a yearly schedule for weed control.

All labels and Safety Data Sheets (SDS) from pesticides will be submitted within your technical proposal.

#### **5.2.3 LEAF REMOVAL**

Leaf removal will include raking and vacuum/blower removal of leaves from turf areas, shrubs, flowerbeds, sidewalks, roadways, parking lots, parking decks, grates with speed bumps, chiller yards, generator enclosures, pedestrian bridges, dumpster areas, and loading docks to maintain a safe professional appearance.

Leaves shall be recycled and used for mulch in flower beds, to the maximum extent possible.

#### **5.2.4 MOWING AND TRIMMING**

Lawn areas will be mowed to a finished height of between 3 1/2" to 4" (INCHES) throughout the mowing season. The mowing will be done as needed or as weather permits. At no time will lawn areas be cut more than a 3rd of its height.

Mowing operations include trimming around all obstacles, raking of excessive grass clippings and removing debris from sidewalks, curbs and parking areas.

Grass clippings will be kept out of beds and tree pits. Mowing patterns will be established and changed on a regular basis to present the most aesthetically pleasing appearance.

Mowers shall be commercial quality and free from major oil and fluid leaks. All landscaping equipment shall have all safety features in proper working conditions.

All hard surfaces such as but not limited to parking lots, parking decks, sidewalks, patio, staircases, and curbs shall be blown or swept after mowing.

#### **5.2.5 EDGING**

Edging of all sidewalks, curbs and other paved areas will be performed every other mowing during the growing season, or as needed. Debris from edging operations will be removed and areas swept or blown clean.

Edge bed lines to maintain neat division between turf and bed areas.

Do not blow debris into storm drains, HVAC Units, Generator Enclosures, Stairwells, buildings intake system, toward vehicles, building windows, landscape beds or mulch areas.

#### **5.2.6 PRUNING TREES/SHRUBS**

Pruning of trees and shrubs will be done at the proper time to help maintain their natural shape. Pruning shall be done twice a year, Spring (March/April) and Fall (October/November).

Trees and shrubs are not allowed to grow together unless designed to do so as a hedge.

Trees and shrubs around all buildings will be kept pruned to avoid coming into contact with buildings or structures. Shrubs will be pruned to the lower edge windowsills.

Trees, shrubs and ground cover will be kept at least three (3) feet from all fire hydrants, signs, fences, walls, sitting areas, manholes, walkways and driveways.

Pruning includes the removal of crossing branches or those not consistent with standard form, general thinning for good light penetration and air circulation, including dead or diseased branches. This will be performed to a maximum height of 15 feet using motorized or manual pole saw equipment. Pruning cuts above 15 feet will be performed by WTCC.

Branches that limit headroom or pedestrian and/or vehicles pathways will be pruned back to allow appropriate clearances.

Vendor will be responsible for the disposal/removal of all trimmings and dead wood from campus locations. Stubbing is not permitted.

Trim all plant material/limbs that become a hazard (blocking driver's line of vision, pedestrian walkways, etc.).

#### **5.2.7 FERTILIZATION**

To help promote early green up, all lawn areas will be fertilized with a pre-emergent (30-3-10) in early Spring (February) to provide the equivalent of one-half pound of nitrogen per 1,000 square feet.

A second application of fertilizer (19-26-5) will be applied in early fall (September) to provide the equivalent of one-half pound of nitrogen per 1,000 square feet.

A third application of fertilizer (32-4-3) will be applied in late fall (October to early November) and applied at a rate of one-half pound of nitrogen per 1,000 square feet.

Vendor will also perform PH balance tests and provide results annually. Test results are due on November 1 of each year per campus. Vendor will provide these results in the Mission Critical Meeting for review and any action required.

Apply lime to all turf areas once annually during the Spring (March/April) or as recommended by annual soil testing for PH Level. Vendor is responsible for soil testing and will provide a copy of test results to Wake Technical Community College Facility Management Department.

Vendor shall submit as part of their technical proposal a yearly schedule for fertilization. Upon award of the contract, all SDS sheets shall be submitted for final review.

#### **5.2.8 EXTERIOR PEST MANAGEMENT**

Vendor is responsible for the detection, monitoring and control of plant damaging insects. Vendor will be aware of potential pests and will make regular inspections of the plant material and treat as necessary.

Pesticides will be applied under the supervision of a certified applicator.

Spraying operations will cover all material up to 25 feet. Trees exceeding this height may be serviced under a separate agreement.

General broadcast application of pesticide will be used as recommended for grubs in early fall (September/October).

The Vendor shall adequately suppress fire ant nest mounds, nests of other stinging insects, gophers, and all other outdoor population of potential pest threats.

Exterior Pest Management is part of the Vendor's fixed cost. This also includes the removal of all animal carcasses.

When it is determined that a pesticide must be used in order to meet the pest management requirements of the contract, the least toxic material adequate for the job, will be chosen and applied at times which will minimize human exposure.

WTCC has an integrated pest management program (IPM). See Attachment K which the Vendor must continuously remain in compliance with.

Vendors shall submit as part of their technical proposal a yearly schedule for pest management services.

Upon award of the Contract, all SDS sheets shall be submitted for final review.

#### **5.2.9 FLOWER PROGRAM**

Seasonal flowers will be planted for each of the four (4) seasons (Summer, Spring, Fall, and Winter). Flowers must be approved before planting. It is the Vendor's responsibility to become familiar with these areas before submitting a proposal.

Keep all flower beds free of weeds and debris on a weekly basis throughout the year.

Vendor will be responsible for viewing all flower beds and providing recommendations.

#### **5.2.10 AERATION**

Aeration to a minimum depth of 1 1/2 inches of all lawn areas will occur in September. Overseeding of all areas will occur immediately after fall aeration, September to October. Grass seed will match existing at each campus. Vendor will be responsible to identify seeding at each campus. Substitutions will be approved by the owner before being applied.

#### **5.2.11 IRRIGATION SYSTEM**

Vendor will be responsible for watering all plant material as needed. Hoses shall not obstruct sidewalks or parking lots or present tripping hazards in other areas.

WTCC will furnish all water. Vendor will have access to designated water source locations.

Vendor will be responsible for providing all watering equipment necessary for the execution of the contract requirements.

The following locations will have a cistern system. Southern Wake Campus-ST, recycled water shall be metered, measured and turn in once a month at our Mission Critical Meeting to inform our Sustainability Director.

#### **5.2.12 GREEN ROOF LOCATIONS**

Green roofs are located at Perry Health Science Campus- building PHSC-A on the 2nd and 3rd floor and at Scott Northern Wake Campus-building NE 4th floor and NF 1st floor East side of the library and at Wake Tech East building EB on top of the roof.

The Vendor will be responsible for all plant maintenance, but not limited to, weed control, irrigation, fertilization and soil testing.

Plant replacement will be billable to Wake Technical Community College. The Vendor shall do this in writing before replacing any material. If the contract replaces any plant material without authorization, reimbursement for that work will not be approved.

At Wake Tech East, building EC-there will be a cistern system for the green roof to obtain water for that roof only.

All recommendations for the Green Roofs for repairs shall be made in writing with associated cost in October of every year.

#### **5.2.13 VOLLEYBALL/TENNIS COURTS**

Volleyball/Tennis courts will be maintained weed and grass free.

#### **5.2.14 POND MANAGEMENT**

Southern Wake Campus has four (4) ponds; Scott Northern Wake Campus has 13 ponds. Wake Tech East has three (3) ponds; and the RTP campus has five (5) ponds. Vendor is responsible for confirming these ponds at each location before submitting a proposal.

The Vendor will be responsible for all pond management services and will include these services below within the cost for each campus. This includes, but is not limited to, inspections and repairs. Pond management services and repairs must be performed to comply with all applicable codes and regulations, and are therefore, not billable to WTCC, as an added expense:

**System Observation:** This service will include a thorough examination of every aspect of the location which is conducted by a trained professional to ensure compliance.

**Removal of Trash:** Any trash located near the perimeter and/or shoreline of the stormwater device will be collected and disposed of in an appropriate manner.

**Clearing of Debris:** Leaves and brush will be blown out of the inlet, outlet and level spreader devices. NOTE: Any large items such as fallen trees or storm debris will be done as needed with a quote for services.

**Rip Rap:** Any unwanted vegetation that grows in the rip rap will be controlled with herbicide treatment.

**Treatment of Unwanted Vegetation:** Vendor will use EPA-Approved herbicides to control undesirable vegetation to include but not limited to cattails, primrose and willows.

**Treatment of Algae:** Vendor will use EPA-Approved algaecides to control filamentous or planktonic algae that is present at the time of service.

**Beneficial Vegetation:** Vendor will inspect the plants that are good for the ecosystem and ensure they remain healthy and continue to flourish.

**Dye:** This treatment will be added to the ponds to contribute to its aesthetic and/or prevent the growth of any potential algae.

**Water Quality Testing:** Vendor will measure the temperature, pH level, dissolved oxygen, and alkalinity of the water. A dissolved oxygen test will be conducted if there is a concern over low levels. The test will be performed no later than November 1 of each year and be included in the Mission Critical Meeting.

**Mowing:** Mowing will cover the perimeter of the ponds and reduce the size of the grass preferred in section Mowing and Trimming section. Grass will not be directed/blown into the pond.

**Weed Eating:** Weed eating will be performed in the areas that mowers cannot reach. Grass will not be directed into the pond.

Exercising Drain Valve: Vendor will exercise each drain valve. This service will be done bi-annually. Recommend being done in April/October. This will also be noted in the monthly report when completed.

Animal Control: During maintenance visits if any observation of active beaver or muskrat activity is noted, removal of the animal is required. This will be reported to the contract administrator. This is an extra billable circumstance and must have prior approval before being invoiced.

Riser and Trash Rack Maintenance: During the regular monthly maintenance Vendor will clean these devices, check the draw down facility and remove any obstructions found in the orifice.

#### **5.2.15 MISCELLANEOUS DUTIES**

All exterior trash containers recycle containers and cigarette urns throughout all campuses will be emptied daily or as needed. Vendor will provide liners for all exterior trash containers.

Sidewalks, outside stairwells, loading dock areas, parking lots, courtyards, utility enclosures, and entrances to all buildings must remain clean and free of trash/weeds and debris daily.

All debris will be removed from the entrance to all buildings, outside stairwells, loading docks, parking lots, courtyards and in flower beds on a weekly basis. Vendor will be responsible for all trash cans in the parking decks and parking lots.

Vendor will provide service immediately following a catastrophic event, such as snow, ice, hurricane, tornado, etc. All charges for a catastrophic event cleanup will be billable and presented on a separate invoice itemizing services performed, to include a breakdown of all labor hours, materials, equipment used, and applicable taxes.

Campus bridges (wood and concrete) connecting parking areas to campus buildings will be kept free of all debris, including pruning or trimming of tree limbs.

Vendor is expected to perform all general, appearance and watering maintenance on all green top roofs. (Perry Health Science Campus at HA building on the 2nd and 3rd floor. At Scott Northern Wake Campus at building NE 4th floor and building NF 1st floor East side of the library.)

Vendor will clean and remove acorns from campus walkways, roads and parking lots daily.

Graduation Ceremonies: Spring and Fall Semester, graduation ceremonies will be held at North Campus unless otherwise notified. Before each graduation ceremony begins, the area must be aesthetically in great shape. Duties will include but are not limited to, cleaning the parking lots, parking deck (remove leaves, cobwebs, trash, etc.), walkways are clear of debris, trimming any necessary trees/bushes, pruning, etc. The Vendor is expected to participate in the initial walk-through to create a punch list of items to do. During the graduation services a day porter will be required for at least eight (8) hours for Spring/Fall Graduation (Saturday) to monitor all the trash cans in the parking lot, parking decks and by the building entrance ways during/after the event.

#### **5.2.16 ADDITIONAL WORK**

From time to time, WTCC may request the Vendor to complete additional work that is not included within the scope of work of this contract. Examples of additional work may include but are not limited to renovation projects, replacing vegetation, planting trees or the installation of any plant material not covered within the contract.

In this case the Vendor may use labor that is already employed under the contract, providing that the work does not interfere with nor impact on the requirements of the contract. In other words, the requirements of this contract shall take precedence over all additional work, however, WTCC may authorize changes in priority to accomplish additional work in some cases.

If the Vendor utilizes labor that is already employed under the contract, the Vendor shall notify WTCC in advance and the use of such labor shall be at no cost to WTCC. In all cases WTCC reserves the right to solicit competing bids for all additional work.

Quotes shall include how many labor hours are required per technician, breakdown of materials used, tax, then grand total of the quote. Once work is completed, an invoice will be submitted to pay with the appropriate Purchase Order number on the invoice.

#### **5.2.17 EMERGENCY SERVICES**

The Vendor shall respond to requests for service/assistance when required.

Emergency services include but are not limited to stopping drainage within parking lots, fallen trees, fallen limbs, natural disasters, inclement weather, sidewalk checks before the school opens after inclement weather or could potentially impact health, safety, or security of personal or property, College operations.

Emergency services shall be provided within 30 minutes after the Vendor has been notified or notices an issue. After hours, one (1) to two (2) hours response time is required.

#### **5.2.18 KEYS**

Vendor will not duplicate keys without the consent of WTCC contract administrator or designee. All keys so authorized will be returned upon termination of the employee or upon the request of WTCC.

Vendor will not leave keys in doors or admit anyone into a building. Vendor will not have access to building keys other than that authorized by WTCC.

#### **5.2.19 SNOW REMOVAL**

Vendor snow removal services will begin upon request by the Contract Administrator or designee, Vendor will be responsible for cleaning all areas.

Vendor will use best judgment practices based on experience and weather conditions to determine quantities of ice control chemicals applied, and hours of service.

Vendor will supply all equipment and chemicals etc., necessary to remove snow from property. Vendor will use appropriate chemicals/ice melt on surfaces. To prevent damage to new concrete, the Vendor will consult with the owner prior to treating concrete areas that are less than one year old.

All sidewalks will be cleared from edge to edge. Smaller paths are not acceptable. At the end of sidewalks, where the walk meets the parking lot or road, snow accumulated by snowplows will be promptly removed.

Chemicals/ice melt will be distributed on walkways, elevated bridges/pathways and parking lots presenting hazardous conditions after clearing.

Chemicals/ice melt will be distributed evenly in all areas. It is not acceptable to have clumps of salt left on any walkways. Vendor is also responsible for removing excess chemicals/ice melt/sand from application sites after inclement weather conditions are over.

Plow drivers will not allow snow to accumulate onto sidewalks or walkways. All snow that is pushed onto sidewalks will be immediately removed.

All loading docks will be cleared to the edge of the dock and the parking lots. Salt will be distributed in these areas, as needed.

All parking lots and vacant parking spaces are to be cleared. Snow will be pushed to the lowest areas, near culverts to not melt over the lot and refreeze, causing additional hazards and expense during the melting/re-freezing process. The snow will be pushed to the outer edges of parking lots and not mounded in the lots.

Snow shall not be mounded in elevated areas. Snow will be removed to another location if accumulations are too high, based on best practices. Parking decks are particularly susceptible to the weight of snow; thus, snow shall not be mounded within or on top of the deck. Snow shall not be pushed to areas susceptible to refreezing hazards.

Snow shall be pushed away from all loading docks and not mounded in dock areas.

A higher concentration of salt or chemical may be distributed in problem areas and building main entrances. Brine shall be used on WTCC roads leading into entrance ways. Chemicals shall not be used on the wooden bridges at the Southern Wake Campus.

All charges for a snow/ice event cleanup will be billable and presented on a separate invoice itemizing services performed, to include a breakdown of all labor hours, materials, equipment used, and applicable taxes.

#### **5.2.20 MATERIAL SPECIFICATION/EQUIPMENT**

The Vendor will provide all labor, tools, equipment, supplies, fertilizers, pesticides, transportation, etc., to complete the requirements of this scope of work.

A list of all products the Vendor intends to use, along with the appropriate Safety Data Sheets, are to be provided upon award of contract. WTCC reserves the right to disapprove any product deemed not to be in the best interest of WTCC. All chemicals shall be approved for use in educational settings, with an emphasis on environmentally friendly characteristics.

#### **5.2.21 RECYCLE/WASTE REDUCTION**

The college will provide recycle containers throughout on the grounds to include near building entrance ways and other areas.

The Vendor will be responsible to empty those recycle containers and put them in the Waste Management recycle containers located at each waste area.

Vendor will be responsible to keep the waste management container's locations clean at all times.

#### **5.2.22 SAFETY MEASURES**

Vendor employees will use appropriate safety precautions when working around vehicles, faculty, staff and students.

When using any type of machine that has the potential to throw objects, Vendor will stop duties, so faculty, staff and students are not in harm. Vendor will be responsible for all broken windows, including vehicles, if damaged occurs from the mowing process.

Vendor will be responsible for following all OSHA guidelines.

#### **5.2.21 ACCESS**

WTCC will provide access to required facilities. As some landscaping will be conducted on weekends or after hours, the Vendor will follow all WTCC regulations and rules concerning safety and security.

WTCC operating hours are defined as Monday through Friday from 7:00am until 10:00pm and Saturday from 8:00am until 5:00pm.

#### **5.2.22 STORAGE & SECURITY OF EQUIPMENT**

The Vendor will have full responsibility for properly storing equipment and supplies used in connection with the work. Limited storage space may be provided by WTCC.

WTCC will not be responsible for actions of theft or vandalism of materials, equipment or other Vendor possessions.

#### **5.2.23 UNIFORMS**

While working at WTCC sites, all Vendor personnel must be in a neat and clean professional uniform, clearly marked with Vendor's company name. Ripped or torn clothing is not acceptable.

Landscape employees are required to wear high visibility clothing while working to help them be seen by drivers, pedestrians, and other individuals while on campus.

Vendor shall follow all OSHA Guidelines with clothing and personal protective equipment.

#### **5.2.24 MANAGEMENT**

The Vendor will provide strong and continued attention to fiscal responsibilities and will promulgate written instructions as necessary for management for landscaping.

#### **5.2.26 QUALITY ASSURANCE PROGRAM**

Each work order will be responded to in a timely and professional manner. If a work order takes more than three (3) working days to complete, the Vendor will let the requestor know with an explanation of why the service cannot be completed within three (3) working days. Vendor will use Eagle Assist to communicate with customer's request.

The Vendor shall design and submit a Quality Control (QC) Plan consisting of tracking outcome-based metrics and benchmarking those metrics with their proposal. This should be part of your technical plan. The QC Plan shall list the metrics, the goals the Vendor

hopes to meet and the industry standard benchmark. The Vendor shall have the functionality for tracking of all inspections and log all issues during inspection.

Walkthrough and Inspections: The Vendor will conduct a walk through monthly to ensure that work is being performed to APPA Level 2 Service. The results of tours and the planned remedies for discrepancies will be documented in the monthly report. Vendor will also participate in all Facilities Operations inspections monthly when held.

#### **5.2.27 WORK MANAGEMENT PLAN**

A completed, finalized work management plan shall be submitted for approval with the proposal. The plan shall contain enough detail to fully demonstrate adequate execution of a management plan to implement the contract and illustrate how landscaping services will be performed at all locations.

### **5.3 FACILITY LOCATIONS**

Vendor will provide landscaping services, at the location listed below. Acres are listed in parentheses:

- Southern Wake Campus (SWC): 9101 Fayetteville Road, Raleigh NC 27603 (144.76 acres).
- Eastern Wake Education Center (EWEC): 519 N Industrial Drive, Zebulon NC 27597. (3.46).
- Stephen C. Scott Northern Wake Campus (SNWC): 6600 Louisburg Road, Raleigh NC 27616 (127.07 acres).
- Perry Health Science Campus (PHSC): 2901 Holston Lane, Raleigh NC 27610 (9.5 acres).
- Public Safety Education Training Center (PSEC): 321 Chapanoke Road, Raleigh NC 27603 (13.6 acres).
- Regional Triangle Park (RTP) Campus: 10908 Chapel Hill Road, Morrisville NC 27560 (93.91 acres).
- Wake Tech East (WTE) Campus: 5401 Rolesville Road, Wendell NC 27591 (70 acres).

### **5.4 VENDOR RESPONSIBILITIES**

1. The Vendor will provide at least one (1) staff member's after hours contact information in the case of an emergency. The Vendor will also provide at least one (1) contact during normal hours of operation. (Please indicate these contacts and the minimum response time in your proposal package).
2. The Vendor will provide at no cost to WTCC, company branded vehicles for Vendor employees to perform the scope of work. Vehicles will be neat in appearance and operable condition in accordance North Carolina State laws.

### **5.5 STAFFING**

The Vendor will propose the personnel structure necessary to carry out the landscaping service requirements. An organization chart shall be provided with the Vendor's proposal.

WTCC reserves the right to remove any Vendor employee at any time for any reason. Vendor will always conduct themselves in a professional manner.

- Staffing Plan and Policies:
  - Show the number of proposed full time and part time employees to perform the fixed fee scope of work in this proposal.
  - Explain staffing to achieve the landscape maintenance plans. This shall include job titles within the organization chart and job descriptions for all managers and supervisors.
  - Provide resumes for key site employees such as Managers, Supervisors, Arborist, who will be reviewing architecture drawings for renovations and new construction.
  - Any certifications or licensing requirements for personnel assigned to this scope of work.
  - Explain how your organization will maintain staffing throughout the contract. (Benefits, Vacation, Sick Time, Pay Raises)



#### JOB CLASSIFICATION/MINIMUM QUALIFICATIONS/TRAINING:

The Vendor will be solely responsible for ensuring that all employees are trained and competent in the performance of their duties.

All supervisors/lead individuals assigned to WTCC must meet the following guidelines: Possess ability to read, write and speak English fluently, with equivalency of a high school diploma.

## 5.6 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

Within the organization chart, the Vendor must indicate who the Arborist and Pesticide License holder are. If another organization will be the responsible, this should also be clearly identified.

## 5.7 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

- WTCC is looking for a complete and concise explanation of how the proposer intends to complete the required tasks in this RFP. This is a performance-based RFP, therefore, WTCC relies on the Vendor to provide innovative and industry-best procedures. WTCC expects innovative, yet proven operations and maintenance methodologies that can be executed for the benefit of the College.
- Technical Proposal shall include the following:
  - Transition Plan. The plan shall contain sufficient detail to fully demonstrate adequate execution of a transition to implement the contract. Such as but not limited to advertisement, hiring process, training, etc.
- Operations Plan and Policies shall include:
  - Quality control procedures in a Quality Control/Quality Assurance Plan (Section 5.2.26). Explain how proposer will be accountable for service discrepancies and failures to include work orders.
  - Responses to emergency procedures that include drainage floods during heavy rains, snow removal.
  - Security plans and procedures.
  - The communications scheme your organization will use to keep the College regularly informed of status, including preferred methods and schedule of communication.
  - How the College's (Eagle Assist) Computer Maintenance Management System (CMMS) program for work orders will be utilized in the execution of this Contract, and after-hours operation.
  - Explain after-hours fielding and response to emergency calls.
  - Include an Environmental, Health and Safety Management Plan.
  - Work Management Plan (Section 5.2.27)
  - Yearly schedule for weed control (Section 5.2.2)
  - Yearly schedule for fertilization (Section 5.2.7)
  - Yearly schedule for pest management services (Section 5.2.8)

## 5.8 INNOVATIONS

WTCC welcomes Vendor recommended changes and any ideas for landscaping modification. However, if these innovations require a modification to the statement and/or scope of work included in this RFP, they shall be listed and described separately.

The Vendor shall have a section clearly marked as Innovation Section at the end of the Technical Proposal and explain the recommendations and benefits to WTCC.

## 5.9 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

## 6.0 CONTRACT ADMINISTRATION

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All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor planning purposes.

### SERVICE MANAGEMENT

- Monthly Reports: The Vendor will provide WTCC with the following information by the 2nd Monday of each month, for activity from the previous month. All submissions must be in a format acceptable to WTCC. Refer to APPA Operational Guidelines for Educational Facilities-Grounds. The minimum metrics are listed below.
  - Work Order Report – This report will show the total work orders received by the Vendor for the month, inspections, pond management, green roof management and any deficiencies with the work scope and outstanding work orders. This shall be separated out by campus locations.
  - Mission Critical Meeting (MCM) - This meeting will take place monthly with an agenda to include:
    - Meeting agenda and minutes developed by the Vendor.
    - Open issues with WTCC.
    - Pond Management issues.
    - Work Orders, Work Order Management Plan of what has been/has not been accomplished and a plan to accomplish back log of work.
  - Yearly benchmarking to include all recommendations of repairs to the landscape that are outside the contract. This will include service contract-cost per campus, all renovations/repairs by campus, building/parking lot area, or other and all associated cost a year in advance for budgeting.
  - All aspects of landscaping requiring resolution or a problem in the future, include any repairs that can be predicted. Internal issues the Vendor is experiencing that may affect the performance of the contract. Such as equipment, life safety, compliance violations and/or issues, and material acquisition and labor concerns.
  - Violations and any problems outside the Vendor's control, such as other contractors, other WTCC departments or WTCC customers.
  - Quality Control (QC) Daily and Monthly inspections and results from the month.

## 6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to WTCC a project manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues.

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

## 6.2. POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet monthly with WTCC for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and WTCC performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost-saving ideas, and discuss any other pertinent topics. These monthly meetings will generally be held at WTCC, SWC, or SNWC or via web conference via Microsoft Teams

## 6.3 CONTINUOUS IMPROVEMENT

WTCC encourages the Vendor to identify opportunities to reduce the total cost to WTCC. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

## 6.4 PERIODIC MONTHLY STATUS REPORTS

The Vendor shall be required to provide monthly Management Reports to the designated Contract Lead on a monthly basis. This report shall include, at a minimum, information concerning work accomplished during the reporting period, work to be accomplished, problems, work plans and schedules. These reports shall be well-organized and easy to read. The Vendor shall submit these reports electronically using Microsoft Excel and as needed, either Microsoft PowerPoint or Microsoft Word.

The Vendor shall submit a sample of their monthly report with the bid proposal.

## 6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services are approved as acceptable by the Contract Administrator.

Acceptance of Vendor work product shall be based on the following criteria:

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, WTCC shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

## **6.6 TRANSITION ASSISTANCE**

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to WTCC, at the option of WTCC, for up to two (2) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to WTCC or its designees. If WTCC exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. WTCC shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

## **6.7 DISPUTE RESOLUTION**

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to WTCC's Contract Manager for resolution. Any claims by WTCC shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

## **6.8 CONTRACT CHANGES**

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

## **6.9 ATTACHMENTS**

All attachments to this RFP are incorporated herein and shall be submitted by responding in the Sourcing Tool. These attachments can be found at the following Vendor Forms link for reference purposes only:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

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**ATTACHMENT A: PRICING**

Pricing will be provided for all locations per month and shall be provided for each contract year.

Prices will not change during the life of the Contract unless WTCC changes requirements or adds/delete services.

All applicable **taxes shall be included** within the Vendor's final price for each campus.

LOCATION/CAMPUS	Base Contract					
	Year 1		Year 2		Year 3	
	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)
<b>Southern Wake Campus Base Contract</b>	\$	\$	\$	\$	\$	\$
<b>Pond 1</b>	\$	\$	\$	\$	\$	\$
<b>Pond 2</b>	\$	\$	\$	\$	\$	\$
<b>Pond 3</b>	\$	\$	\$	\$	\$	\$
<b>Pond 4</b>	\$	\$	\$	\$	\$	\$
<b>Pond Repairs</b>	\$	\$	\$	\$	\$	\$
<b>Applicable Taxes</b>	\$	\$	\$	\$	\$	\$
<b>Grand Total</b>	\$	\$	\$	\$	\$	\$
<b>Public Safety Education Center Base Contract</b>	\$	\$	\$	\$	\$	\$
<b>Applicable Taxes</b>	\$	\$	\$	\$	\$	\$
<b>Grand Total</b>	\$	\$	\$	\$	\$	\$
<b>Eastern Wake Education Center Base Contract</b>	\$	\$	\$	\$	\$	\$
<b>Applicable Taxes</b>	\$	\$	\$	\$	\$	\$
<b>Grand Total</b>	\$	\$	\$	\$	\$	\$
<b>Perry Health Sciences Campus</b>	\$	\$	\$	\$	\$	\$
<b>Applicable Taxes</b>	\$	\$	\$	\$	\$	\$
<b>Grand Total</b>	\$	\$	\$	\$	\$	\$
<b>Scott Northern Wake Campus Base Contract</b>	\$	\$	\$	\$	\$	\$
<b>Pond 1</b>	\$	\$	\$	\$	\$	\$
<b>Pond 2</b>	\$	\$	\$	\$	\$	\$

LOCATION/CAMPUS	Base Contract					
	Year 1		Year 2		Year 3	
	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)
Pond 3	\$	\$	\$	\$	\$	\$
Pond 4	\$	\$	\$	\$	\$	\$
Pond 5	\$	\$	\$	\$	\$	\$
Pond 6	\$	\$	\$	\$	\$	\$
Pond 7	\$	\$	\$	\$	\$	\$
Pond 8	\$	\$	\$	\$	\$	\$
Pond 9	\$	\$	\$	\$	\$	\$
Pond 10	\$	\$	\$	\$	\$	\$
Pond 11	\$	\$	\$	\$	\$	\$
Pond 12	\$	\$	\$	\$	\$	\$
Pond 13	\$	\$	\$	\$	\$	\$
Pond Repairs	\$	\$	\$	\$	\$	\$
Applicable Taxes	\$	\$	\$	\$	\$	\$
Grand Total	\$	\$	\$	\$	\$	\$
Research Triangle Park Campus Base Contract	\$	\$	\$	\$	\$	\$
Pond 1	\$	\$	\$	\$	\$	\$
Pond 2	\$	\$	\$	\$	\$	\$
Pond 3	\$	\$	\$	\$	\$	\$
Pond Repairs	\$	\$	\$	\$	\$	\$
Applicable Taxes	\$	\$	\$	\$	\$	\$
Grand Total	\$	\$	\$	\$	\$	\$
WTE-Wake Tech East Base Contract	\$	\$	\$	\$	\$	\$
Pond 1	\$	\$	\$	\$	\$	\$
Pond 2	\$	\$	\$	\$	\$	\$
Pond 3	\$	\$	\$	\$	\$	\$

LOCATION/CAMPUS	Base Contract					
	Year 1		Year 2		Year 3	
	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)	Per Month	Annual Cost (Monthly Cost x 12)
Pond Repairs	\$	\$	\$	\$	\$	\$
Applicable Taxes	\$	\$	\$	\$	\$	\$
Grand Total	\$	\$	\$	\$	\$	\$
<b>GRAND TOTAL OF ALL CAMPUS</b>		\$		\$		\$

INCLEMENT WEATHER COST	
Other inclement weather costs	
Per Hour Hand Shoveling	\$
Per Hour Snow Blowing	\$
Per Hour Snow Plowing	\$
Per Hour Skid Steer	\$
Per Hour Salt Spreading	\$
Per Hour Loader	\$
Per Hour Motor Grader	\$
Other: Brine Per Gallon	\$
Other: Ice Melt w/Ice B Gone	\$
Other: Sand Per Ton	\$
Other:	\$

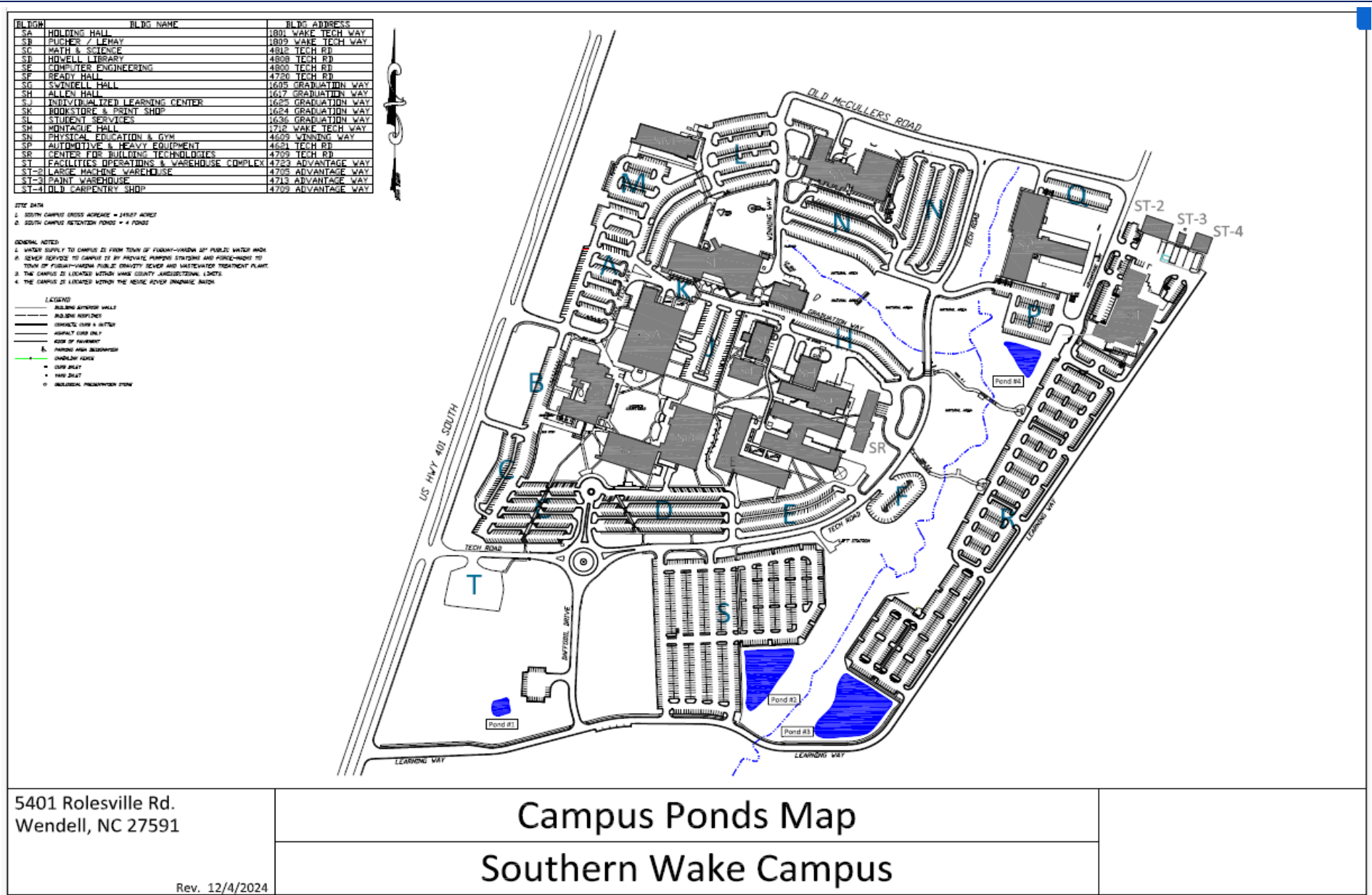
## MAP OF CAMPUS LOCATIONS

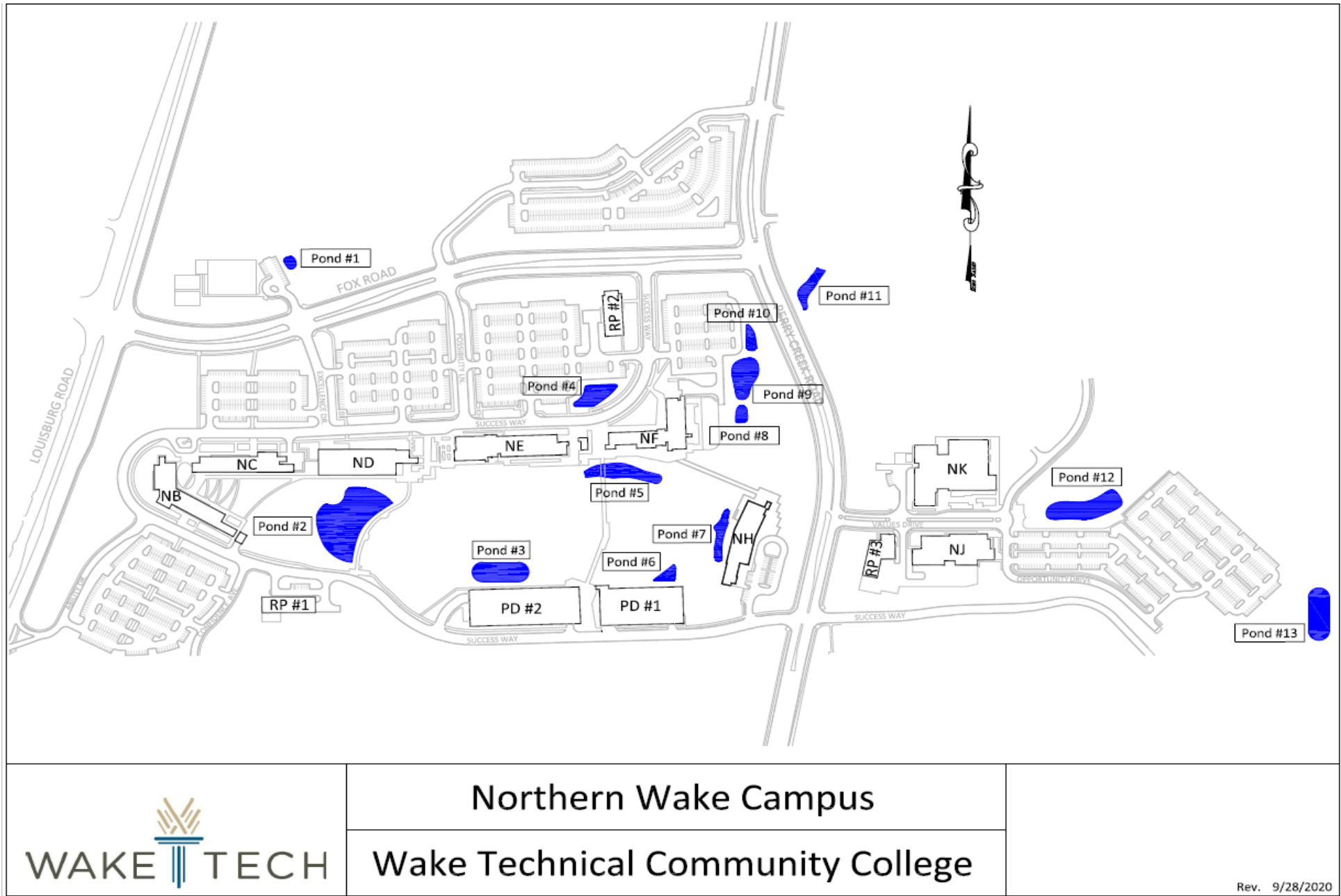


***\*The following campuses are to be excluded from this bid proposals: Western Wake, Beltline Education Center, Vernon Malone and Northern Wake College Career Academy***

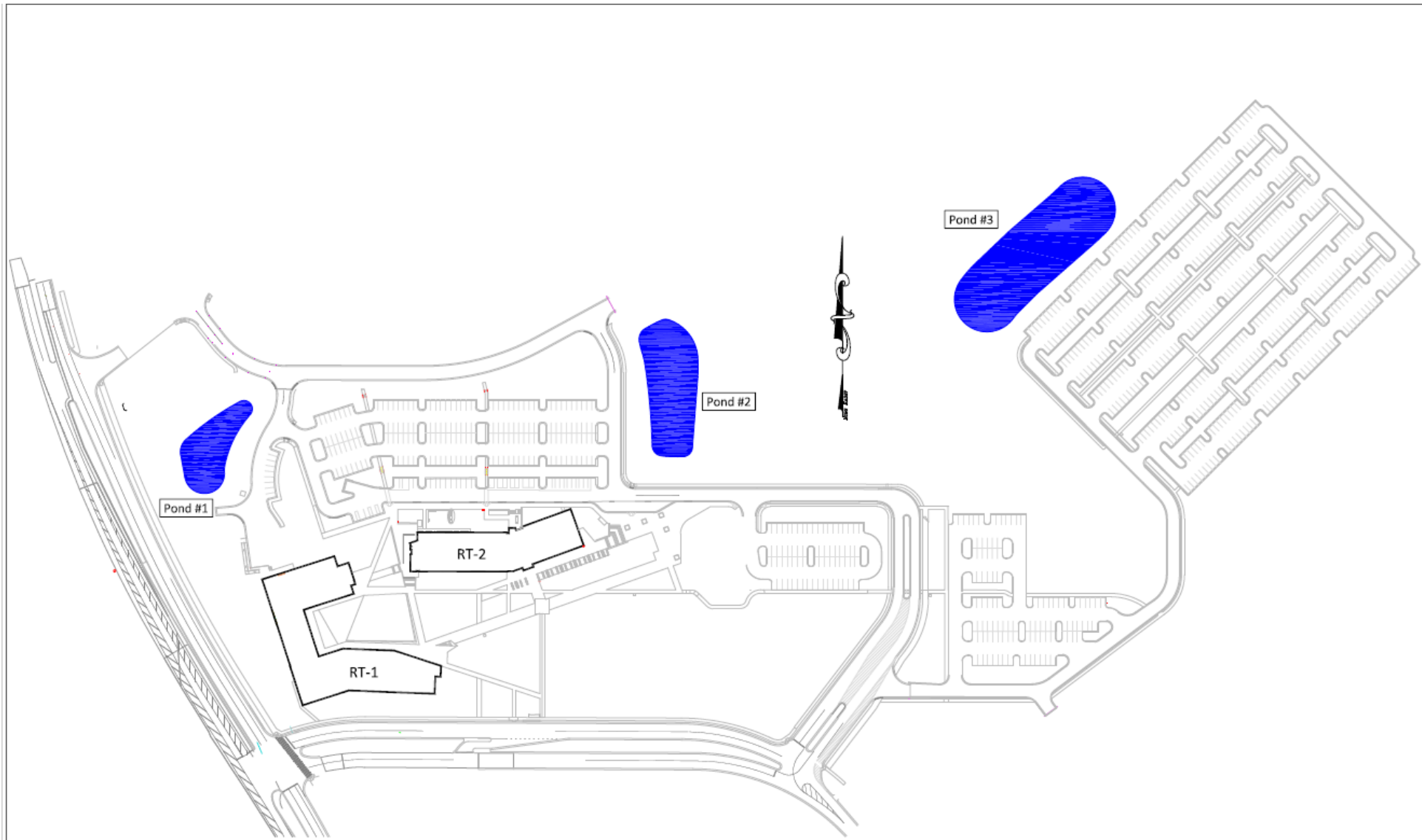


EXHIBIT 2: CAMPUS MAP OF PONDS

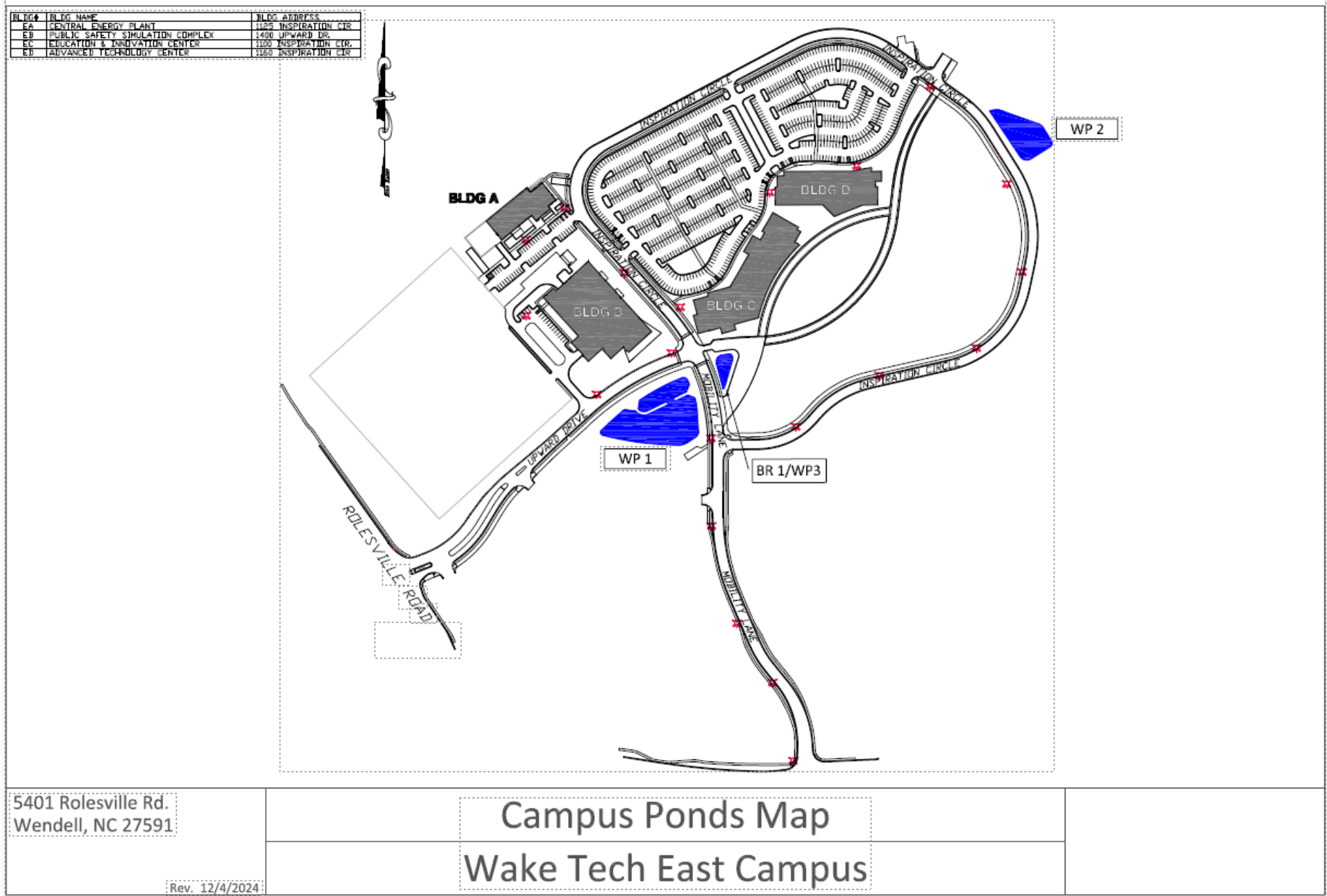




RTP CAMPUS MAP OF PONDS



	<p>RTP Campus</p> <p>Wake Technical Community College</p>	<p>Rev. 1/6/2021</p>
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## EXHIBIT 3: INTEGRATED PEST MANAGEMENT PLAN

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## INTEGRATED PEST MANAGEMENT PLAN

**April 2018**

### Statement of Purpose

The purpose of this integrated pest management (IPM) plan is to guide the use of

Environmentally sensitive pest management strategies and least toxic control methods at Wake Technical Community College to enhance the health and safety of building users and protect the environment. To ensure building users are informed and empowered to care for their own health regarding pest management activities, the plan includes procedures for notifying occupants and visitors in advance of any pesticide application other than a least-toxic pesticide.

### Goals

The goals of the IPM program at Wake Technical Community College are:

Protect human health and the surrounding environment by employing a range of preventative strategies and using least-toxic products for pest control and eradication.

Inspect and monitor pest populations and locations to enhance control strategies.

Minimize the quantity and toxicity of chemicals used for pest management.

Minimize environmental impacts by using species-specific pesticides and targeting application areas carefully.

Establish clear criteria for acceptable circumstances in which using a pesticide other than a least-toxic pesticide is necessary; toxic pesticides shall only be used when there is a threat to public health and safety, or to prevent economic or environmental damage, and only after other alternatives have been implemented and are shown to be ineffective.

Provide building occupants and visitors with advanced notice of IPM activities involving use of a pesticide other than a least-toxic pesticide.

### **Program Components**

IPM promotes the use of a range of preventative and non-chemical approaches to control pest populations and stave off infestation. If an infestation with unacceptable impacts occurs, thereby warranting additional treatment, IPM then favors the use of least-toxic pesticides. The targeted application of a toxic pesticide is allowed only after all other reasonable non-toxic options are exhausted. This plan outlines preventative best practices and eradication strategies approved for use at Wake Technical Community College. Provisions for the use of least-toxic pesticides, and toxic chemicals when necessary, are outlined should a pest infestation occur. In addition, the matrix below provides a framework for the dealing of pests as they occur on campus.



## WAKE TECHNICAL COMMUNITY COLLEGE PEST APPLICATOR USE RECORDS FORM

1. Place Of Application	TARGET PEST	2. Pesticide(s) Applied	EPA Reg. Number	TOTAL APPLIED	WORK ORDER #	NAME	DATE
1.							
2.							
3.							
4.							
5.							
6.							
7.							

1. For agricultural applications, the **PLACE OF APPLICATION** is the name and address of the farm and the specific field or land area and crop that was treated.
2. The brand or trade name of each pesticide used or symbol representing such name, providing the business also keeps a list which clearly correlates the symbol used with full and complete pesticide products names.
3. For pesticide applicator business applications of a termiticide, the record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application

One of the characteristics of an IPM approach that makes it so effective is that the basic decision making the process is the same for any pest problem in any location. The strategies and tactics may change but the steps taken to decide when treatment is needed and which methods to use are the same each time. An IPM program is built around the following components.

Monitoring the pest populations and other relevant.

Accurate identification of the pest.

Determining injury and action levels that trigger treatments.

Timing treatments to the best advantage.

Spot treating the pest

Selecting least disruptive tactics.

Evaluating the effectiveness of treatments to fine tune future actions.

### **The Decision-Making Process: The If, Where, When and Which**

*IF treatment actions are necessary* of taking at the first sign of a potential pest problem, the IPM process begins with asking whether any actions are needed by assessing the potential injury level. Certain pests may pose a greater potential threat in small numbers or may become threatening only in large numbers. By assessing the injury level on a pest specific basis, further action plans can be made for the inclusion or exclusion of treatment protocols.

*WHERE treatment activity should take place.* If it is decided that some treatment action is necessary, it is important to thoroughly survey the area to determine the best place to treat in order to solve the problem. Treatment should be applied where actions will have the greatest effect.

*WHEN action should take place.* The timing of treatments is important and should be taken into consideration. Often there are optimal times during the pest's life cycle when treatment would have the greatest effect. Conversely, there are also times when treatment could prove to be ineffective or even worsen the problem. The school class schedule will also affect the treatment schedule, as it is important to plan for pesticide use.

*WHICH mix of strategies and tactics are the best to use.* There are three guiding principles to use when choosing treatments: conserve and enhance naturally occurring biological controls; use a multi-tactic approach; and view each pest problem in its larger context.

### **Criteria for Selecting Treatment Strategies**

Once the IPM decision-making process is in place and monitoring indicates that pest treatment is needed, the choice of specific strategies can be made. Choose strategies that are:

Least hazardous to human health

Least disruptive of natural controls in landscape situations

Least toxic to non-target organisms other than natural controls

Most likely to be permanent and prevent recurrence of the pest problem

Easiest to carry out safely and effectively

Most cost effective in the short and long term

Appropriate to the site and maintenance system

### **What are the Treatment Options?**

Education. Education is a cost-effective pest management strategy. Information that will help change people's behaviors, including proper disposal of waste and proper storage of food, will play a part in managing certain pests.

Habitat modification. Pests need food, water and shelter to survive. If the pest manager can eliminate or reduce the resources pests need to flourish, the environment will support fewer pests. Examples of habitat modification include design or redesign of structures and landscape plantings; improved sanitation; eliminating water sources for pests; and eliminating the pest habitat.



**Physical controls.** Methods of physical control (or direct removal of pests from an environment) include vacuuming, trapping, erecting barriers, controlling the indoor climate and removing pests by hand.

**Biological controls.** A biological control uses a pest's natural enemies to attack and control the pest. Biological control strategies include conservation (conserving the biological control application), augmentation (artificially increasing the number of biological controls in each area) and importation (importing foreign controls).

**Least toxic chemical controls.** Least toxic pesticides are those with all or most of the following characteristics: they are effective against the target pest, have a low acute and chronic toxicity to mammals, biodegrade rapidly, kill a narrow range of target pests and have little or no impact on non-target organisms. These include materials such as the following:

Pheromones and other attractants  
Insect growth regulators  
Repellents  
Desiccating dusts  
Pesticide soaps and oils

The following criteria should be used when selecting a pesticide:

Safety  
Species specificity  
Effectiveness  
Endurance  
Speed  
Repellency  
Cost

## **Scope**

This IPM plan applies to the building interior and outdoor grounds of Wake Technical Community College. All pest control vendors will follow best practices for pest management and uphold Wake Technical Community College's commitment to environmental stewardship by implementing the following operational plan for integrated pest management. This plan is always applicable at Wake Technical Community College.

## **Definitions**

**Emergency** – A pest outbreak that poses an immediate threat to public health or will cause significant economic or environmental damage.

**Least-toxic pesticide** – Any pesticide product that meets a low impact and considered a least-toxic pesticide.

**Pesticide** – Any substance, or mixture of substances, used for defoliating plants, regulating plant growth, or for preventing, destroying, repelling, or mitigating any pest, which may be detrimental to vegetation, humans, or animals.

**Tiered Materials** – Products are evaluated against comprehensive list of hazard criteria including carcinogenicity, reproductive toxicity, endocrine disruption, acute toxicity, hazard to birds/fish/bees/wildlife, persistence, and soil mobility.

Tier 1: Highest concern

Tier 2: Moderate concern

Tier 3: Lowest concern

Tier 4: Insufficient information available to assign to above tiers

## **Pest Control Contractors**

All pest control vendors contracted to work at Wake Technical Community College are responsible for adhering to this plan. When Wake Technical Community College enters a new pest control contract or extends the terms of an existing contract that authorizes the application of pesticides in the building interior or outdoor grounds, the contract shall require that the contractor comply with this IPM plan. The contract documents shall also require the contracted company to maintain records in accordance with the IPM plan and submit this information to Wake Technical Community College within 30 days of initial verbal or written request. All pest control contractors will also be asked to submit a description of their staff IPM training and education programs.

**Record Keeping**

Monitoring the effectiveness of the IPM plan over time requires diligent tracking of several items: pest populations and locations; management strategies employed; quantities and types of chemicals and products used; and the outcome of pest management activities. The pest control vendor is responsible for maintaining records that include the information below. See the appendix for the Record Keeping form that shall be used at Wake Technical Community College to standardize all record keeping activities.

Target pest

Prevention and other non-chemical methods of control used

Type and quantity of pesticide used

Location of the pesticide application

Date of pesticide application

Name of the pesticide applicator

Application equipment used

Summary of results

**Performance Measurements**

The performance of the IPM program shall be compiled from IPM records and analyzed on an annual basis. An IPM report identifying the types of pest problems encountered at the building and the types and quantities of all pesticides used shall be generated by the pest control vendor and presented to the owner of Facilities Services for review each year. The following metrics shall be tracked throughout the year and documented in the report to evaluate the IPM plan.

The severity and location of all major pest infestations

The amount of each pesticide product used by volume

IPM measures employed to show ongoing compliance with Plan

Pest populations and locations to determine the effectiveness of preventative measures

**Building User Notification**

Notifying building users of pesticide applications other than a least-toxic pesticide is a critical component of the IPM plan. Providing occupants and visitors with the appropriate information at the appropriate time enables individuals to take precautions as they see necessary to protect their personal health. At Wake Technical Community College, a 72-hour advance notice to building occupants is required for the application of any pesticide other than a least-toxic pesticide.

Advance notice procedures shall take the following form:

Post signs at least three business days before application of the pesticide product and leave signs in place for at least three business days after application.

Post signs at every entry point to where the pesticide is applied, if applied in an enclosed area. In highly visible, open area locations, post signs around the perimeter of the area where the pesticide is applied.

Signs must be standardized and easily recognizable.

Each sign must contain the following information:

The name and active ingredient of the pesticide product

The targeted pest

The application dates

The signal word indicating the toxicity category of the pesticide product

The name and contact information of an individual that is responsible for fielding questions regarding the application.

Each sign must be in both English and Spanish.

Copies of posted signs shall be retained for record keeping purposes for one year.

**Emergencies**

A pest outbreak is considered an emergency when it poses an immediate threat to public health or will cause significant economic or environmental damage. Emergency pesticide applications require a 24-hour advance notice to building users.

**General Preventative Practices**

General preventative practices are simple housekeeping and landscaping procedures that eliminate sources of food, water and shelter that attract pests to the building grounds and interior. Wake Technical Community College shall use the following methods as the first and primary means for controlling pests and preventing outbreaks:

**Landscaping and Site**

Use mulch and other landscaping best practices to promote soil and plant health.

Use weed-free soil amendments.

Maintain and plan landscape features to eliminate safe havens for pests and rodents.

Keep vegetation trimmed 18 inches from the building and fill area with stones or similar material to prevent nesting.

Clean up plant debris, especially from fruit-bearing trees.

Remove invasive plants that are known to harbor or provide food for pests.

**Building Infrastructure**

Maintain the building envelope by weather-stripping around windows and doors, installing door sweeps, screens or other barriers, and sealing cracks and crevices to prevent pests from entering the building.

Remove hiding places by cleaning up clutter such as cardboard boxes, crates, used tires, woodpiles.

Manage trash receptacles and dumpster areas for clutter and cleanliness to minimize food sources and hiding places.

Eliminate water sources by fixing leaky pipes, cleaning out drains and rain gutters, and preventing water from pooling on concrete or soil after irrigating landscape.

Rinse all food and beverage containers before placing in recycling bins.

**Materials for use – Least Toxic Pesticides**

Chemical pesticides are considered a last resort under the tenets of integrated pest management. This control strategy is to be used at Wake Technical Community College

only after general preventative practices and non-chemical options are exhausted. Pesticides that meet the requirements of Tier 3 are considered least toxic and may be applied without building user notification when chemical product use is required. To qualify as a Tier 3 material, all the following statements must be true:

Product contains no known, likely, or probable carcinogens

Product contains no reproductive toxicants

Product contains no ingredients as known, probable, or suspect endocrine disrupters

Active ingredients have soil half-life of thirty days or less

Product is labeled as not toxic to fish, birds, bees, wildlife, or domestic animals

**Which Pesticides are the Least Toxic?**

The term “least toxic” refers to pesticides that have low or no acute or chronic toxicity to humans, affect a narrow range of species and are formulated to be applied in a manner that limits or eliminates exposure of humans and other non-target organisms. Fortunately, there are an increasing number of pesticides that fit within this least toxic definition. Examples include products formulated as baits, pastes or gels that do not volatilize in the air and that utilize very small amounts of the active ingredient pesticide and microbial pesticides formulated from fungi, bacteria or viruses that are toxic only to specific pest species but harmless to humans.

Least toxic pesticides include:

Boric acid and disodium doctorate tetra hydrate

Silica gels

Diatomaceous earth

Nonvolatile insect and rodent baits in tamper resistant containers or for crack and crevice treatment only

Microbe based pesticides

Pesticides made with essential oils (not including synthetic pyrethroids) without toxic synergists and

Materials for which the inert ingredients are nontoxic and disclosed.

The term least toxic pesticides do not include a pesticide that is:

Determined by the U.S. EPA to be a possible, probable or known carcinogen, mutagen, teratogen, reproductive toxin, developmental neurotoxin, endocrine disrupter or immune system toxin

A pesticide in U.S. EPA's toxicity category I or II

Any application of the pesticide using a broadcast spray, dust, tenting, fogging or baseboard spray application.

### **Responsible Parties**

Director of Facilities Services is responsible for overseeing the implementation of the IPM plan and ensuring contractor compliance and responsible for supervising record keeping and performance measurement, which is primarily the responsibility of contracted pest control companies.

Director of Facilities Services is also responsible for quality assurance/quality control processes. This position shall verify that the plan is being implemented consistently and correctly, that performance persists over time, and that performance measurement methods truly reflect actual outcomes.

All pest control vendors contracted to work at Wake Technical Community College are responsible for adhering to this policy.

### **Training**

All maintenance, grounds, and food service staff or other staff whose responsibilities include pest management will receive initial orientation training on the IPM Plan and procedures. Thereafter, all staff will be updated annually on any changes to the IPM program. An attendance log will be kept for each training event.

Training will include:

General orientation .

Review of this plan. Including intent, procedures and products.

Review of non-chemical and least-toxic pest control methods.

Use of pest control products and equipment.

Review of IPM records and their location.

Review of universal warning symbols and product signal words.

Introduction to Material Safety Data Sheets and how to read them.

**Resources**

UC IPM Online- free training.

<http://www.ipm.ucdavis.edu/training/>

The Integrated Pest Management Institute of North America, Inc. provides news, standards, and information about upcoming IPM conferences and webinars.

[www.ipminstitute.org](http://www.ipminstitute.org)

Beyond Pesticides is a non-profit organization committed to pesticide safety.

[www.beyondpesticides.org](http://www.beyondpesticides.org)

For toxicity categories and pesticide label statements, visit the U.S. EPA Web site at:

[http://www.epa.gov/pesticides/health/tox\\_categories.htm](http://www.epa.gov/pesticides/health/tox_categories.htm)

USGBC on standard IPM plans visit web site at:

<https://www.usgbc.org/credits/existing-buildings-schools-existing-buildings-retail-existing-buildings>